

CITY OF WEST LAFAYETTE

GRIEVANCE PROCEDURE UNDER

THE AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of West Lafayette. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA Coordination Committee
Office of the Mayor
609 West Navajo Street
West Lafayette, Indiana 47906

Within 15 calendar days after receipt of the complaint, the ADA Coordination Committee Chairperson and two other ADA Coordination Committee members will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordination Committee Chairperson or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of West Lafayette and offer options for substantive resolution of the complaint.

If the response by the ADA Coordination Committee Chairperson or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the entire ADA Coordination Committee.

Within 15 calendar days after receipt of the complaint, the ADA Coordination Committee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordination Committee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the ADA Coordination Committee and offer options for substantive resolution of the complaint if different from those indicated by the subcommittee in the first step.

If the response by the ADA Coordination Committee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Board of Public Works and Safety or their designee.

Within 15 calendar days after receipt of the appeal, the Board of Public Works and Safety or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Board of Public Works and Safety or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordination Committee Chairperson or her designee, appeals to the ADA Coordination Committee, appeals to the Board of Public Works and Safety or their designee, and responses from these three groups will be retained by the City of West Lafayette for at least three years.